



VOCATIONAL INSTRUCTOR  
(SHEET METAL WORK)  
(CORRECTIONAL FACILITY)  
Final Filing Date: CONTINUOUS

OPEN – NONPROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:  
  
SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location during each testing period listed above. Applications may be filed in person or by mail.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.  
  
**NOTE:** Only applications with an original signature will be accepted.  
  
**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) **As of: January 30, 2006.**  
Range A: \$3,574 - \$4,342  
Range B: \$3,738 - \$4,543  
Range C: \$3,918 - \$4,759  
Range D: \$4,102 - \$4,986  
Range E: \$4,297 - \$5,218  
Range F: \$4,503 - \$5,744  
  
**Alternate Range Criteria #11:**  
When an employee who possesses the required teaching credential enters State service in one of the teaching classes, he/she shall be appointed to the first rate of the appropriate range in terms of the following criteria:  
  
**NOTE:** These criteria are not minimum qualifications. The minimum qualifications, including the credential required, are contained in the class specifications. These criteria are to be used only for determining appointment salary or hiring rate based on academic preparation required, or in addition to that necessary to obtain the appropriate credential. The minimum qualifications as set forth in the specification determine eligibility for the class or position.  
  
Range C: Three years experience with graduation from high school.  
Range D: Three years of journeyman experience with graduation from high school.

MINIMUM QUALIFICATIONS **Experience:** Five years of journeyperson work experience in Sheet Metal Work. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to the Sheet Metal Work on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.) (Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the Sheet Metal Work may be substituted for the required experience.); **and**  
  
**Education:** Graduation from high school or its equivalent; **and**  
  
**License/Credential:** Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in the Sheet Metal Work. (Applicants who do not possess this credential may take the examination but **must have on file with the Commission on Teacher Credentialing an application for the Sheet Metal Work credential before appointment** and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

**Special Requirements:** Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates, wards, residents, and patients; maintain high standards of morals and speech; tact; patience; and emotional stability.

**Special Physical Characteristics:** Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Applicants must show their Teacher Credential number, title, and expiration date on their Examination Application (Std. Form 678).**

**NOTE: High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Methods, materials, tools, machines, equipment, and safety principles involved with Sheet Metal Work

**NOTE:** In addition, competitors must be willing to learn principles, methods, practices, current developments and trends in vocational education.

- B. **Ability to:**
1. Perform the duties of a journeyperson in the Sheet Metal Work field

2. Provide leadership and motivation to inmates/youthful offenders

3. Teach and supervise inmates/youthful offenders

4. Work effectively with other disciplines

5. Read and use drawings and sketches

6. Estimate and order supplies

7. Analyze situations accurately and take effective action

8. Maintain fair and firm discipline

9. Keep records and prepare reports

**If conditions warrant,** this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST  
INFORMATION

A separate eligible list will be established to fill vacancies for the institutions on the attached list. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Vocational Instructor (Sheet Metal Work) (Correctional Facility)** helps persons committed to State correctional facilities in the Department of Corrections and Rehabilitation (formerly the Department of Corrections or the Department of the Youth Authority) prepare to become productive and contributing members of society by training them in the trade and vocational skills necessary to gain employment and by helping them to develop socially acceptable attitudes and interests. The instructors gives both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team; supervises the conduct of the students while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.

The Department stipulates that the instructor play an important role in the total rehabilitation, education, treatment, training process, as well as in teaching the skills which will enable the individual student to seek occupational opportunities. Instructor's tasks include: planning, assigning and supervising work; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program and working with them in helping them set and meet educational vocational rehabilitative needs and goals;

POSITION  
DESCRIPTION AND  
LOCATION(S)  
(CONTINUED)

Participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching students for contraband, such as weapons or illegal drugs; may be assigned as relief instructors, on a full-time basis, in specialties other than those for which they were hired; may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric and casework areas; provides information of an educational nature which can help other members of the team to better determine each student's treatment needs; once a plan is developed, for providing through their classroom curriculum program, the types of experience which is compatible with this plan; and does other related duties.

Position(s) are located in institution(s) statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

**Applications are available** at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Career Credits:** California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

CALIFORNIA STATE PRISON,  
CORCORAN  
P.O. BOX 8800  
4001 King Avenue  
Corcoran, CA 93212-8309  
(559) 992-8800 EXT. 5009  
TDD: (800) 735-2929

CALIFORNIA STATE PRISON, SAN  
QUENTIN  
San Quentin, CA 94964-1086  
(415) 454-1460 EXT. 5021  
TDD: (800) 735-2929